

ARTS PROGRAMS SPECIALIST

GRADE: 16

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Arts Programs Specialist performs intermediate para-professional and responsible administrative work coordinating, planning, and developing City-wide arts and cultural activities for all ages. The incumbent utilizes a proactive approach working with community-based arts organizations, the Cultural Arts Commission, volunteers, artist-contractors, and citizens in producing programs, special events and visual arts projects. The physical demands are moderate and the working conditions are good. The work is directed by the Arts Programs Supervisor, uses standardized administrative practices, and has meaningful impact on specific programs. The incumbent directs the work of temporary and volunteer staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Participates in all aspects of the City's arts programs which includes the Mansion Art Gallery of Rockville, the Rockville Community Chorus, Kids, Parks, Performing Arts and ,Arts in the Mansion series, special events, and implementation of the Master Plan for the Arts.
- Works with civic groups, parent/student groups, local and regional arts organization and other community groups in determining arts and cultural needs and desires and implements programs and services in a cost effective manner.

- Coordinates and gathers information related to arts and cultural needs for budget preparation and evaluation.
- Works with the Superintendent of Recreation, the Arts Program Supervisor, department staff and the Cultural Arts Commission to develop and implement new programs or update existing programs.
- Develops timely public service, and promotional material for the quarterly recreation brochure, City newsletter, arts brochures, fliers, and other media.
- Develops call for entries for competitive art selection processes.
- Assists in the recruitment, selection, training and evaluation of temporary and volunteer staff.
- Keeps informed of new developments in the field of arts and cultural activities.
- Performs related duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation, arts management, or related field plus two years of experience in arts programming administration.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of the objectives and principles of planned and diversified recreational and cultural arts programs appealing to all ages and interest groups.
- Knowledge of the organization, development, and administration of arts related recreation programs.
- Skill in oral and written communication.
- Ability to administer programs within general policy guidelines and budgetary constraints.
- Ability to serve as an advocate for the arts.
- Ability to establish and maintain effective working relationships with those interested in art and cultural activities, within and outside the organization.